

**POLICE OFFICER**

(Competitive Class)

**GENERAL STATEMENT OF DUTIES**

Performance of all phases of law enforcement work including patrol, investigative, and traffic control duties. Enforcement of the ordinances of the City of West Monroe and the statutes of the State of Louisiana, especially those relating to criminal activity and traffic law enforcement. Performance of radio, telephone, and teletype communication work and performance of clerical work associated with the duties of desk officer when so assigned, including filing and typing. Performance of all duties assigned by superior officers in accordance with departmental policy.

**DISTINGUISHING FEATURES OF THE CLASS**

Employees of this class are at the beginning or entry level of employment and they perform their required duties under close supervision by superior officers. Employees of this class work with and receive instruction and assistance from more experienced employees of the department. Duties and responsibilities for this class of employees increase as they advance in knowledge and experience.

**EXAMPLES OF WORK**

(Illustrative only.)

Perform patrol duties -- observe for violations of criminal and traffic laws, respond to calls for assistance and service, check security of businesses, and observe for and report hazardous conditions;

Investigate and make necessary reports of traffic accidents;

Make arrests for violations of the law;

Serve arrest warrants and summonses;

Expedite the flow of vehicular traffic;

Investigate complaints of law violations;

Answer questions for and direct members of the public;

Help maintain order in crowds;

Write reports of complaints and actions taken;

Work the police desk and communications system as assigned.

**SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS**

Must be not less than twenty-one (21) years of age;

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must submit to fingerprinting, truth verification testing, and/or psychological testing before appointment;

Must not have been convicted of a felony;

Must meet all other requirements specified in paragraph 23 of the Municipal Fire and Police Civil Service Law.

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	01-17-95
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